

Management Information Meeting

January 19, 2001



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Office of Human Resources

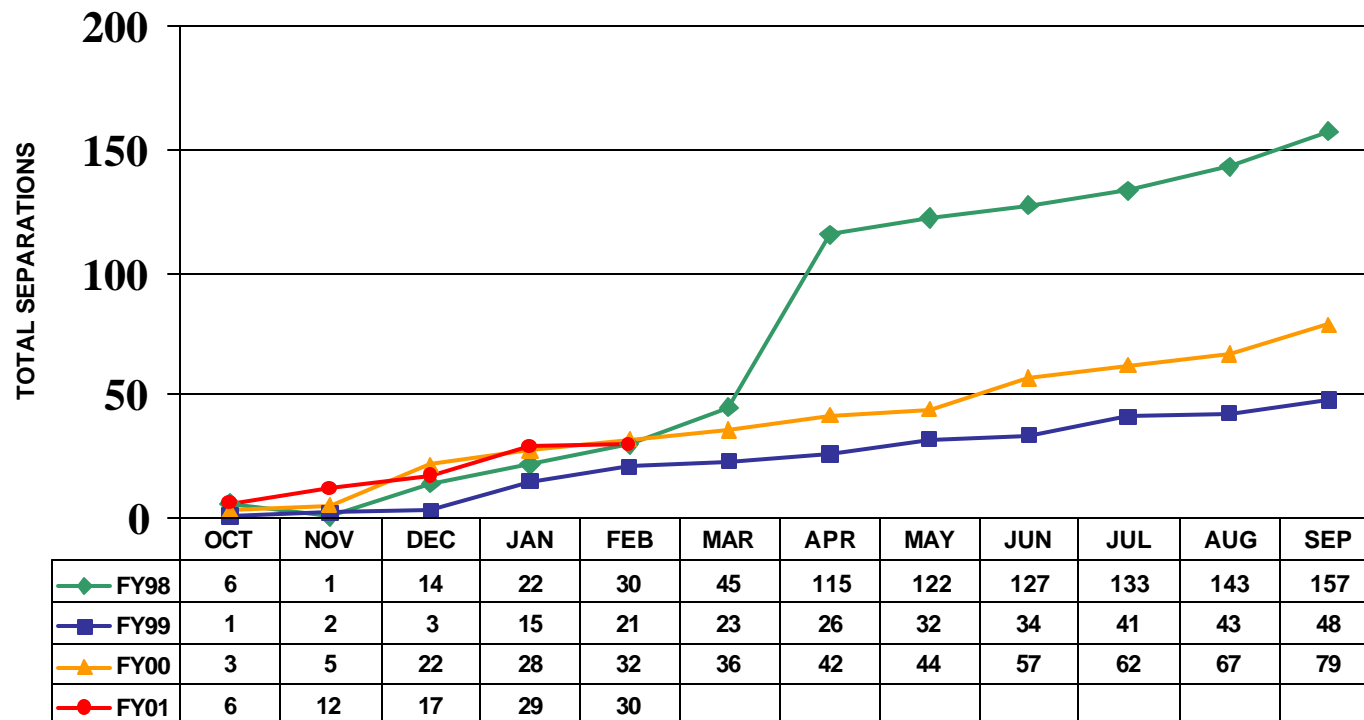
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CUMULATIVE SEPARATIONS FY98-01



FY01 Projected Separations -77



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CENTER LOSS PICTURE FY01 (AS OF 01/12/01)

REASONS:	MINORITY		NONMINORITY		TOTAL
	MALE	FEMALE	MALE	FEMALE	
RETIREMENT	1	1	12	3	17
TRANSFER	1		4		5
DEATH			1		1
RESIGNATION:					
CHANGE OF EMPLOYER	1	2		1	4
PERSONAL				3	3
TOTAL LOSSES	3	3	17	7	30



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FY01 RESIGNATIONS KNOWN AS OF 01/12/01

AGE	NONMIN.		AF. AMER.		HISPANIC		ASIAN		NAT. AMER.		TOTAL
	M	F	M	F	M	F	M	F	M	F	
42+		(233) 2	(76) 1								3
36-41		(95) 2				(8) 1					3
30-35				(16) 1							1
27-29											
TOTAL		4	1	1		1					7

() NUMBER AT BEGINNING OF FY01



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GRADES 14 & ABOVE POSITIONS AS OF 01/12/01

14'S	-	332	(Includes 8 Temp. Prom.)
15's	-	199	(Includes 7 Temp. Prom.)
ST'S	-	10	
SES	-	<u>23</u>	
TOTAL	-	564	(28.7% of Total CS Headcount of 1,968)



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FY01 Staff Office Training Budget Status as of January 1, 2001

	0100	0106	0120	0140	0170	0180	0200	0400	0500	0600
Allocated	\$12,000	\$1,000	\$2,000	\$10,000	\$3,100	\$6,500	\$14,000	\$21,500	\$30,500	\$19,000
Spent	\$5,180	\$0	\$615	\$540	\$0	\$2,440	\$2,260	\$390	\$6,507	\$4,961
% Spent	43%	0%	31%	5%	0%	38%	16%	2%	21%	26%
Late Cancells/ No-Shows	(0) \$0	(0) \$0	(0) \$0	(0) \$0	(0) \$0	(0) \$0	(0) \$0	(0) \$0	(0) \$0	(0) \$0

() indicates number of instances



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FY01 Directorate Office Training Budget Status as of January 1, 2001

	2000	5000	6000	7000	9000	CENTERWIDE TOTAL
Allocated	\$41,000	\$245,000	\$110,000	\$270,000	\$22,000	\$807,600
Spent	\$12,133	\$50,759	\$22,642	\$57,327	\$953	\$172,458
% Spent	30%	21%	21%	21%	4%	21%
Late Cancels/ No-Shows	(0) \$0	(1) \$1,224	(0) \$0	(3) \$2,285	(0) \$0	(3) \$3509

() indicates number of instances



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IT Security Training - Glenn Research Center*

	Metrics for 12/31/00	Completions of FY00 Goals Current Status			
• Basic Awareness All Employees (CS and SSC's) CD or SOLAR	90%	<u>CS</u> 95.6%	<u>SSC</u> 83.6%	<u>Total</u> 90.3%	
• Managers' Module Branch Chiefs, Line Managers and those responsible for signing ITS Plans	80%	71.3% Managers Trained 129 of 181 Managers			
• System Administrators (UNIX)	50% CS	26.4%	35.2%	31.5%	
		No. Trained =	14	25	39
		Population =	53	71	124

*For the period 09/01/99 - 12/31/00

URL FOR SOLAR: <http://solar.msfc.nasa.gov:8018/solar/delivery/public/html/newindex.htm>



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IT SECURITY TRAINING REPORT

- New Basic Awareness 2001 to be available in January
 - 90% of all employees to complete training by end of FY01
- Managers' Module being combined (linked with Basic 2001)
 - 95% of managers to complete training by end of FY01
- NT Security for System Administrators in final development stage to be available Feb. 2001
 - Companion course with UNIX - 80% to complete training by end of FY01
- PKI Training Module being developed for release in Feb. 2001



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OWCP – 4th Quarter CY00

- New Claims - 4
- Medical Claims Submitted - 49
- Full Days COP - 49
 - Partial Days - 5
- COP Costs - \$7,626.03
- YTD COP Costs - \$70,884.90



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FEHB

- 249 Open Season Changes
- 63 Paper Transactions
- 183 Employee Express Transactions

TSP

- Open Season Ends January 31, 2001
- Changes processed as of January 9, 2001:
 - 104 Open Season Changes
 - 4 Paper Transactions
 - 101 Employee Express Transactions



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Leave Requests Processed 4th Quarter – 18

Telecommuting Requests Processed - 20

Medical Services/Fitness Center

- Overall Patient Satisfaction Rating for October/November/December 4.73 (on a scale of 1 to 5)



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EMPLOYEE SUGGESTION PROGRAM

- Suggestion Awards FY01 (as of 01/12/01) - \$1,376
 - Tangible Savings \$20,000
 - Number of Eligible Employees – 1,968
 - Suggestions Submitted 10/01/00 – 01/12/01 – 20
 - Submitted by Supervisors - 0
 - Submitted by Nonsupervisors - 20
 - Percentage of Participation – 1%
 - Percentage of Supervisor Participation – 0



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EMPLOYEE SUGGESTION PROGRAM

Due Dates for Pending Suggestions

Suggestion Number/ Date Due	0100 – 1	0200 – 4	0400 – 1
	01-09 – 12/06/00	01-02 – 10/24/00 01-04 – 11/15/00 01-13 – 12/08/00 01-05 – 12/14/00	01-20 – 01/31/01
Suggestion Number/ Date Due	0600 – 6	7000 – 19	
	00-22 – 03/22/00 00-36 – 07/28/00 00-43 – 07/28/00 00-51 – 10/13/00 00-53 – 09/22/00 01-19 – 01/31/01	99-31 – 07/09/99 99-39 – 11/13/99 00-02 – 11/12/99 00-06 – 11/29/99 00-27 – 04/24/00 00-28 – 04/25/00 00-32 – 05/25/00 00-40 – 01/31/01 00-37 – 07/28/00 01-03 – 10/31/00	01-06 – 11/15/00 01-08 – 11/24/00 01-10 – 12/06/00 01-11 – 12/06/00 01-12 – 12/06/00 01-14 – 01/20/01 01-16 – 12/29/00 01-17 – 01/03/01 01-18 – 01-17-01



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FY01 DIRECTORATE BUDGETS (GAA, SAA, & PA TYPE AWARDS) AS OF 01/09/01

<u>Dir.</u>	<u>Initial Budget</u>	<u>Processed</u>	<u># Awards</u>	<u>Balance</u>
0100	34,905	1,991	2	32,914
0200	38,005	500	1	37,505
0400	26,937	0	0	26,937
0500	47,016	1,390	7	45,626
0600	57,698	2,000	5	55,698
2000	55,638	0	0	55,638
5000	318,816	7,677	14	311,139
6000	144,086	882	4	143,204
7000	526,311	16,978	57	509,333
9000	25,590	0	0	25,590

Performance Award Deadline – 05/01/01

Deadline For All Other Awards – 08/22/01



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FY00 AWARD INFORMATION

Award Types: Fast Cash, Time Off, Special Act, Performance Awards, and Quality Step Increases

- FY00: 2,279 awards processed for 2,004 eligible employees, or as it appears, 1.13 awards per employee
 - However, of the 2,279 awards, 1,421 or 62 percent were awarded to 516 employees
- Awards processed:
 - 1st quarter – 67 (3%)
 - 2nd quarter – 239 (11%)
 - 3rd quarter – 555 (24%)
 - 4th quarter – 1,418 (62%)
- Recognition of teams is high. In FY00 44% of awards were to individuals as a member of a team or group



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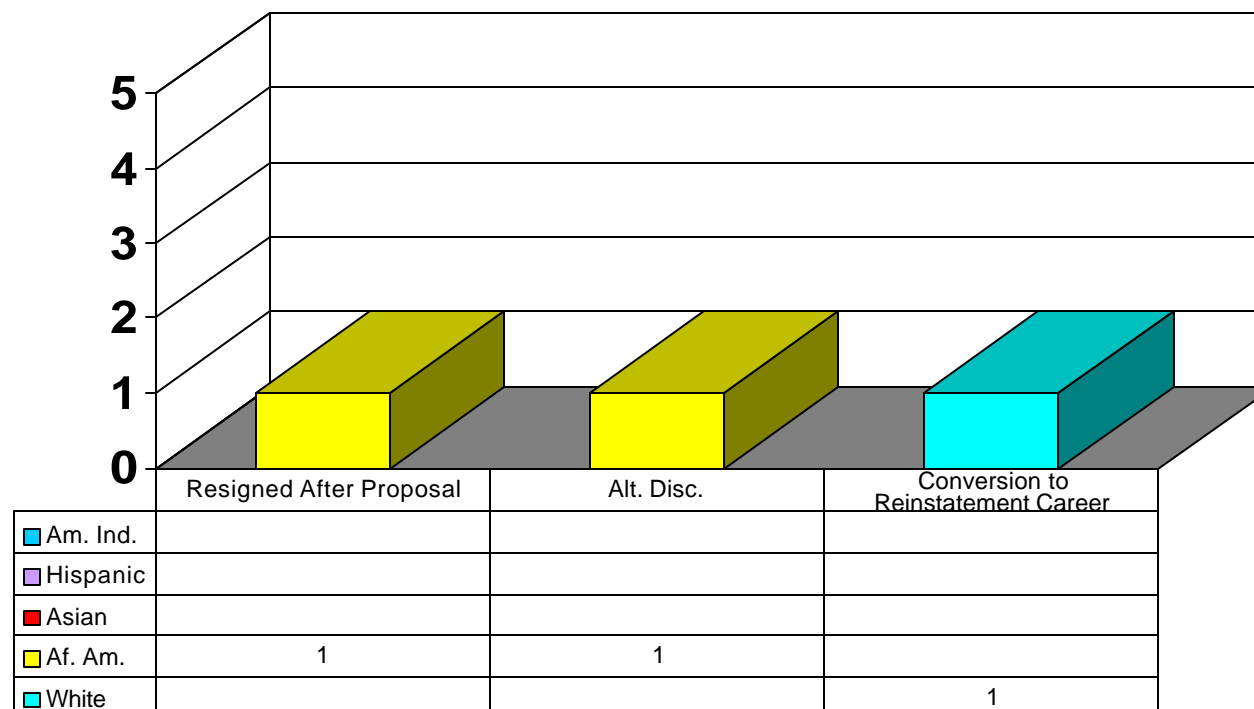
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EMPLOYEE RELATIONS ACTIVITY MINORITY/NONMINORITY FY97-01 (as of 12/31/00)



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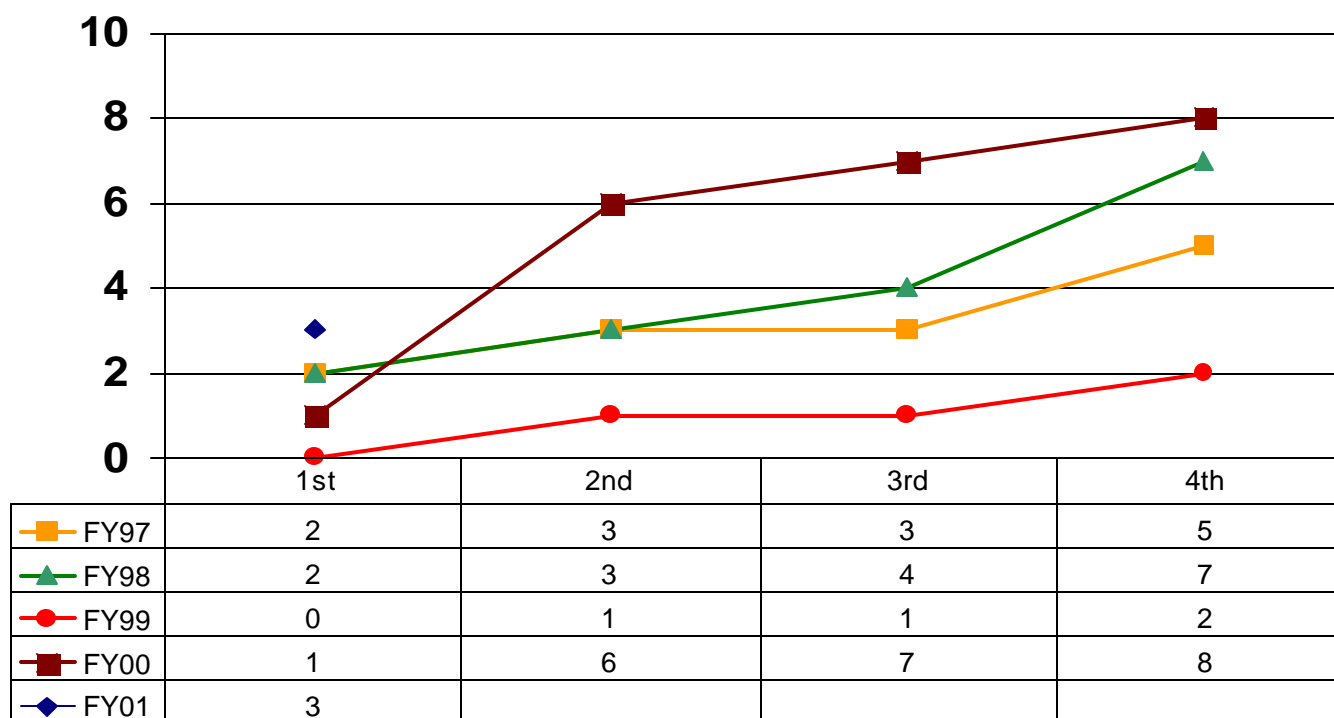
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DISCIPLINARY/ADVERSE ACTIONS FY97-01 (as of 12/31/00)



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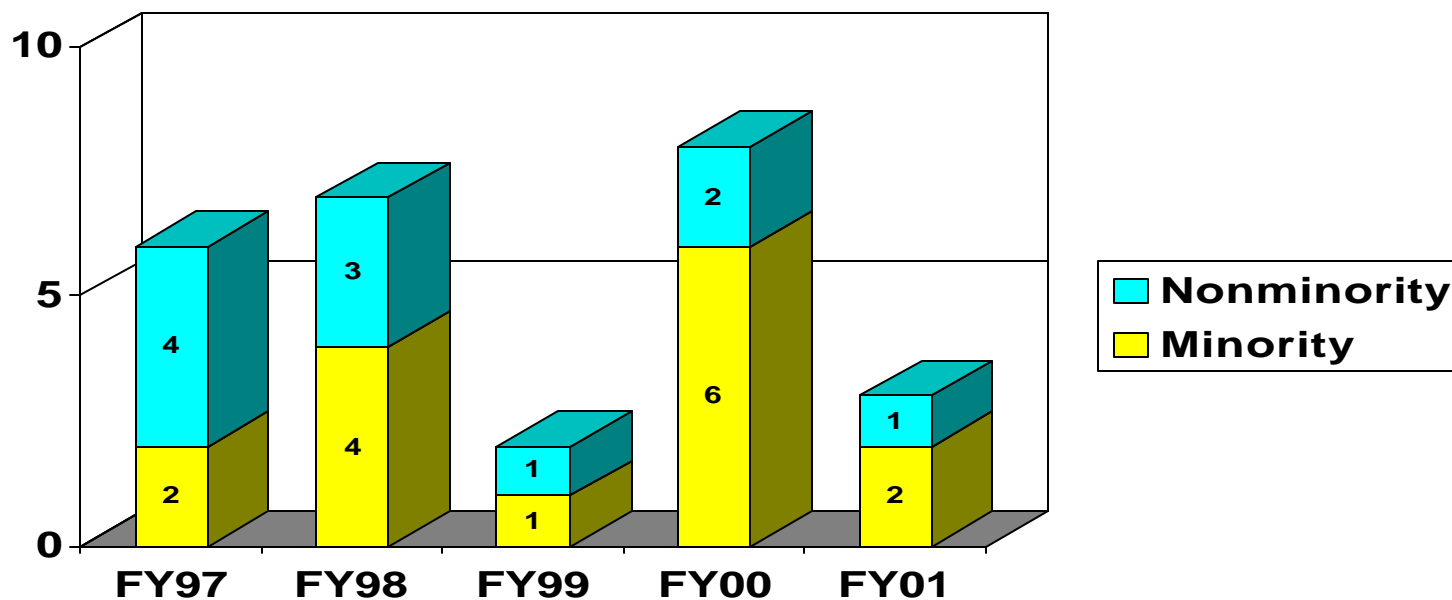
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DISCIPLINARY/ADVERSE ACTIONS MINORITY/NONMINORITY FY97-01 (as of 12/31/00)



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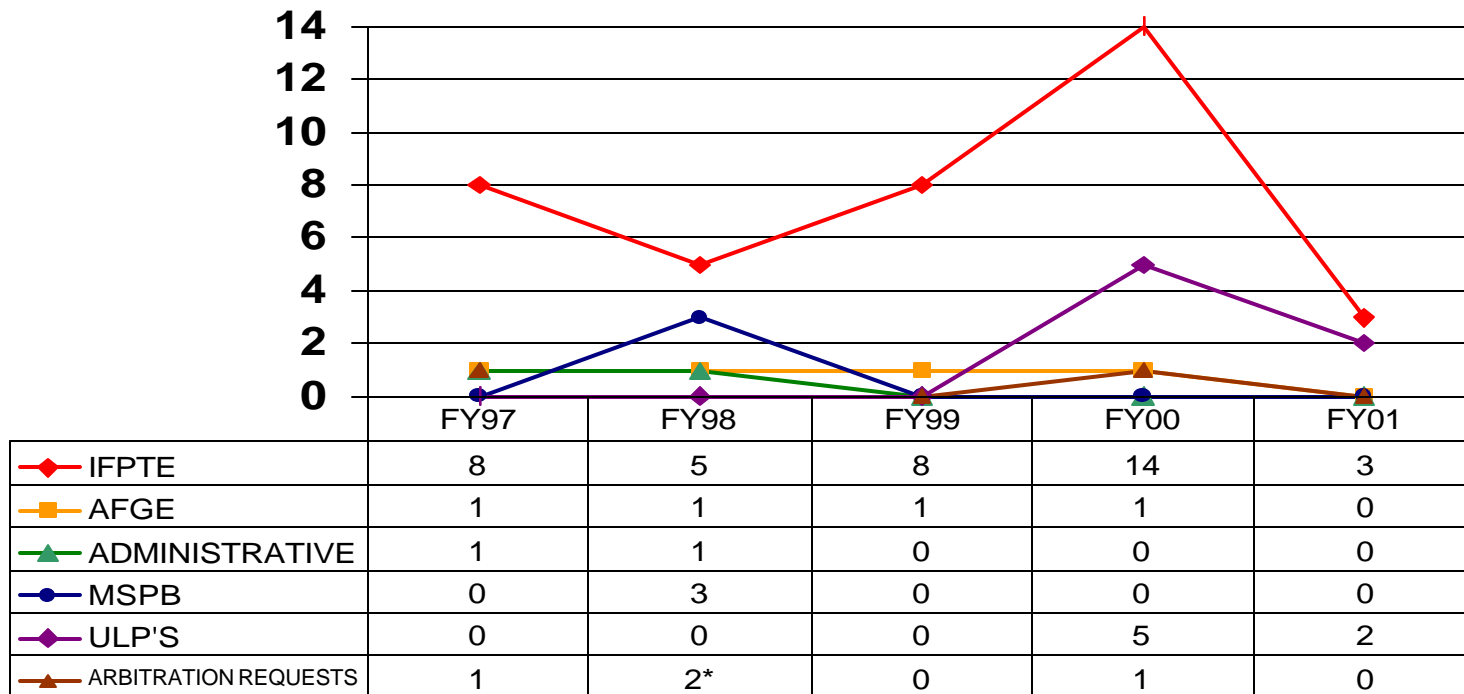
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APPEAL/GRIEVANCE ACTIVITY FY97-01 (as of 12/31/00)



* Later Withdrawn by Union



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EMPLOYEE RELATIONS ACTIVITY BY ORGANIZATION FY01*

ORG.	TOTAL	WHITE		AFRICAN-AMERICAN		ASIAN		HISPANIC		AMERICAN INDIAN	
		Female	Male	Female	Male	Female	Male	Female	Male	Female	Male
0100											
0200	1			1							
0400											
0500											
0600											
2000											
5000											
6000											
7000	2		1	1							
9000											
Total	3		1	2 (2)							
%		33.3%		66.7%							

() # Individuals Receiving Action

* As of December 31, 2000



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FY00 PROMOTIONS

<u>Org.</u>	<u>Career Promotion</u>	<u>CPP</u>	<u>QSI</u>	<u>DCL (Processing)</u>	<u>Total</u>
0100	3	0	1		4
0200	3	2	0		5
0400	3	1	4		8
0500	5	2	2		9
0600	3	3	1		7
2000	3	7	2		12
5000	14	2	6	30	22
6000	7	4	5	4	16
7000	41	41	0	4	82
9000	<u>0</u>	<u>2</u>	<u>0</u>	<u>—</u>	<u>2</u>
Total	82	64	21	38	205

NOTE: Chart added after 01/19/01 presentation



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FY01 PROMOTIONS (AS OF 01/13/01)

<u>Org.</u>	<u>Career Promotion</u>	<u>CPP</u>	<u>QSI</u>	<u>Total</u>
0100	1	1	-	4
0200	-	0	-	5
0400	2	3	-	8
0500	1	0	-	9
0600	-	1	-	7
2000	-	3	-	12
5000	11	0	-	22
6000	3	3	-	16
7000	9	18	-	82
9000	-	0	-	2
Total	27	29	-	56

NOTE: Chart added after 01/19/01 presentation



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External Recruitment FY01 Hiring - As Of 01/23/01

Permanent Hiring	
On-Board	7
Committed to EOD	2
Recruiting	13
OTPFT Hiring:	
On-Board	3
Committed to EOD	0
Recruiting	<u>2</u>
Total	27

NOTE: Chart added after 01/19/01 presentation



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Co-op Recruitment
As Of 01/23/01

On Board	9
Confirmation Letters with Confirmed EOD:	<u>11</u>
Total	20

NOTE: Chart added after 01/19/01 presentation



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